



ENROLMENT POLICY & PROCEDURES

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March 2023	Review document	Principal	December 2023

ENROLMENT POLICY & PROCEDURES

Policy Objective

To attract and maintain the enrolment of students, who have an alignment to the Bahá'í values and beliefs, and the underlying concept of the inherent nobility of the human being.

At Esslemont College all students are encouraged to work to their potential with consideration and support for both academic extension and personal development.

Staff at Esslemont College are committed to providing a safe and supportive environment for all enrolled students and the Business Manager will keep a register of all enrolments in its school management system – Intuition. This system collects information from the enrolment form (Appendix 2) including:

- name, age, and address
- name and contact telephone number of parents/guardians
- for children older than six years of age, previous school, or pre-enrolment situation
- date of enrolment (when known)

For students leaving the school the following information is recorded in Intuition:

- date of leaving the school and the student's destination, where appropriate

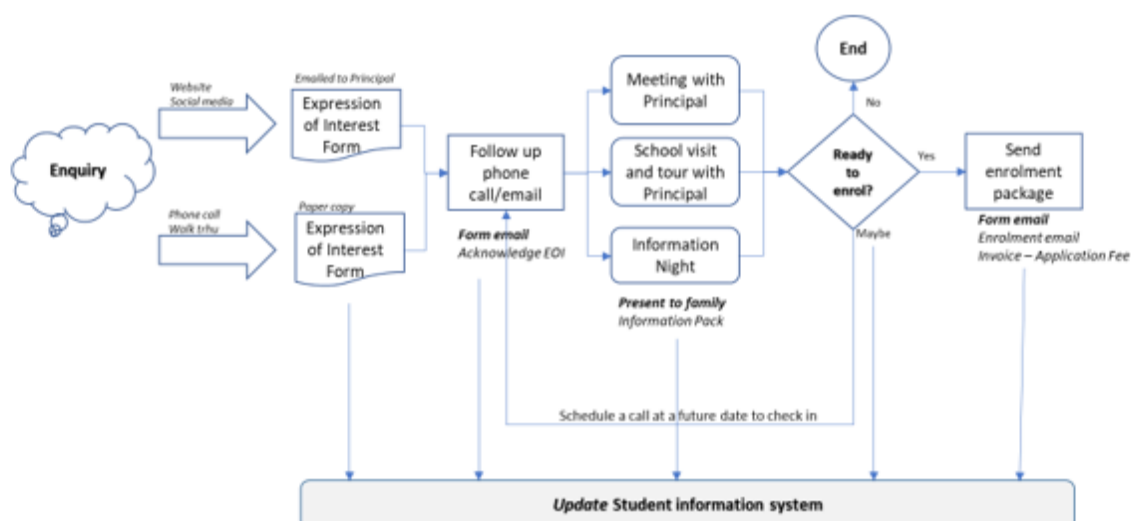
Where the destination of a student under seventeen years of age is unknown the Business Manager will notify the NSW Department of Education of:

- the student's full name
- the student's date of birth
- the student's last known address
- the student's last date of attendance
- parents'/guardians' names and contact details
- an indication of possible destination
- any other information that may assist officers to locate the student
- any known work health and safety risks associated with contacting the parents/guardians or student.

The student register will be retained for a period of five years after the last entry is made, and copies of information in the register are stored electronically.

Procedures of enrolment

When an enquiry about Esslemont College is received the following process occurs and is all information is recorded in Intuition.



The following documents form the Enrolment Pack of Esslemont College which is shared electronically and/or in hard copy with all families expressing an interest in enrolling at the school.

Appendix 1: Further Information



1. Further Information.pdf

Appendix 2: Esslemont College Enrolment Form



2. Enrolment Form.pdf

Appendix 3: Esslemont College Enrolment Conditions (August 2022)



3. Esslemont College Enrolment Conditions

Appendix 4: Esslemont College Fee Policy



4. Esslemont College Enrolment Policy.pdf

Appendix 5: Esslemont College 2023 Fee Structure



5. Esslemont College Fee Policy.pdf

Appendix 6: Esslemont College Fee Schedule



6. Esslemont College 2023 Fee Schedule.pdf

Appendix 7: Esslemont College Standard Collection Notice



7. Esslemont College Standard Collection N

Related Documents

- Attendance Policy
- Student Behaviour Policy
- Privacy Policy
- Learning Support Policy